



King County

**PART TIME SEASONAL CLERICAL POSITION
RECREATION PROGRAM ASSISTANT III – MARYMOOR PARK
DEPARTMENT OF NATURAL RESOURCES AND PARKS
PARKS AND RECREATION DIVISION**

Hourly Rate: \$11.52

Job Announcement: 05PB5003

OPEN: 3/7/05

CLOSE: 3/11/05

WHO MAY APPLY: This temporary position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials must be sent to: King County Division of Parks and Recreation, ATTN: Norah Gaynor, PO Box 3517, Redmond, WA 98073-3517. Or fax to: 206-296-1437. Contact: Norah Gaynor, 206-205-3661. M.S. MMP-NR-0100.

FORMS AND MATERIALS REQUIRED: A [King County application form/data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

APPLICATION DEADLINE: Completed applications and other required materials must be received at Marymoor Park by 3:00 pm, Friday, March 12, 2005.

WORK LOCATION: Marymoor Park. Events and Facility Scheduling Office.

WORK SCHEDULE: This position works up to 30 hours per week, 9:00 AM – 3:30 pm, Monday – Friday. Occasional evenings and weekends for special events may be required.

PRIMARY JOB DUTIES: Assist in various office functions or with a specific program. S/he must be able to demonstrate working knowledge of general office procedures, customer service and computer software including Microsoft Office products. This position will require the ability to prioritize a variety of tasks within daily deadlines, problem solve and work independently.

- Assist with scheduling park facilities and perform cashier duties using CLASS software.
- Record expenses and revenue using Microsoft Excel, Word or Access.
- Purchase and organize office or program supplies and small equipment.
- Produce promotional and informational materials.
- Answer multi-line phone system.
- Operate office machines such as copier, fax and postage machine
- Perform other general office duties and record keeping as directed.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/jobs> Website Address (206)-296-8535 TTY

QUALIFICATIONS: Basic math skills with an understanding of general accounting procedures. Demonstrated proficiency in the use of personal computers, with strong working knowledge using MS Word, Excel, e-mail and the Internet. Have prior office and customer service experience. Able to communicate well with a diverse range of customers. Ability to follow complex verbal and written instructions. Have a current CPR and 1st Aid card within the first 3 months of employment.

NECESSARY SPECIAL REQUIREMENTS: An offer of employment will be contingent on successfully passing a background check, which includes criminal and driving histories. Valid Washington State Driver's License required. Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

UNION MEMBERSHIP: This position is not represented.

King County employees work in an alcohol and drug free environment. King County Parks Employees are not permitted to carry weapons on Park Property.